GUIDE TO COMPLETING A WORK SEARCH FACT FINDING ONLINE

If you do not complete one of your four required weekly work searches online via SC Works Online Services (jobs.scworks.org), you will not receive payment. To reactivate your benefits, you must complete an online fact-finding form and then continue to search for work weekly.

SOUTH CAROLINA
Department of Employment and Workforce

ACCOUNT INFORMATION
Registered users enter your account information.
User ID

To create an account, you will need a valid email account. If you don't have a valid email account, you can set one up with any fee email proider such as Gimilal.

See how easy it is to set up a valid email account there simply because Google proides are asylvo-understand, sub-y-step vides that shows how to set up a fee email account. Which the Video.

Log on to **MyBenefits.dew.sc.gov**, enter your User ID and click **Next**. Enter your password and click **Login**.

2. Fact finding
This area identifies issues on your claim and allows you to complete requested fact finding statements orline and upbad any attachments you wint to submit with your statements.

Your local UI into his requested additional information on the usereployment claim you filed recently. An appointment has been scheduled and a notice serve to you via UL. Sulf. Instead of viavaling unity your scheduled appointment, you may complete the fact finding statement online. process:

IF the Uploads

Please use the bases below to upload any documents you wint to attach to your fact finding statement or that have been requested by your local office for the issue(s) listed: Please submit any attachments within 48 hours of completing your claim application or fact-finding statement.

Work Search

Status: Requested: You may complete the fact-finding interview online by clicking on the word "STASIT" fiscal below. Completing the requested information, you must submit the results to your focal office by certifying your answers and clicking on "SUBMIT." NOT: If more than one fact finding has been requested from you, you will not be able to submit the results to your local office well and the processors of the processors of the processors of the processors.

Additional Datas Week Ending: 10/12/2013 STATE.

On the homepage, scroll down until you see the **Fact Finding** header. The portal will tell you which week ending date the work search fact finding is for. Click **Start** to begin.



Next you will be asked a series of questions about why you did not make a job search through SC Works Online Services for the specific claim week ending date. Please note that if you select the **Made Online Job Search** option you will be asked to provide the username you used to log in to SC Works Online Services.

Initial Claims
You have completed your fact finding.
If the South Carolina Department of Employment and Workforce determines that additional information is required, you will be contacted.

Print Preview Ongoing FactFinding Application
Congratulations

Back to your portal

After providing all the required information, you will be given the option to Print/Preview your fact finding.

You must then click **Back to your portal** to certify your answers.

File typloads

Picase use the boss below to upload any documents you wish to attach to your fact finding statement or that have been requested by your local office for the inself) (a listed. Please submit any attachments within 48 hours of completing your clim application or fact finding statement.

Work Search

Status: Complete: You have completed the fact finding interview for this issue, however you have not submitted the results to your local office, contriby your answers below and clide on "SUBBIT." NOTE: Time the han one fact finding has been requised from you, you will not be able to submit the results or your faced and finding has been requised from you, you will not be able to submit the results or your faced and finding has been requised from you will not be able to submit the results your faced afficially have completed at fact finding interviews. Additional Data: Twee trains; 30/12/2013 offit fiver Responses

Description:

Select File to Upload:

(Required to upload a file)

(rote: files must be feets than 4M and have one of the following extensions; poli, file, files, doc, but, doc.)

Upload File

[CALMMATS CENTIFICATION 1 certify that the information stated herein is true, 1 understand that the Law prescribes penalties for false statements for the purpose of securing benefits to which 1 an not entitled.

You will be given the option to upload additional documents to supplement your fact finding.

Verify that the information provided is true by clicking the certification box. Then click **Submit** so that DEW can make a determination on your eligibility for benefits.

You will then receive a written determination in the mail about your eligibility for the week.

3.